

March 4, 1947

MEMORANDUM

TO: CHIEF EDITOR
CHIEF, EDITORIAL DIVISION
CHIEF, FIELD DIVISION
CHIEF, SERVICE DIVISION
ADMINISTRATIVE OFFICER

FROM: DEPUTY CHIEF, FBI


SUBJECT: USE OF CIG STATIONERY

IT HAS COME TO THE ATTENTION OF HIGHER HEADQUARTERS THAT PERSONNEL WITHIN CIG HAVE BEEN USING OFFICIAL CIG STATIONERY FOR PERSONAL CORRESPONDENCE.

DIVISION CHIEFS WILL INFORM ALL PERSONNEL WITHIN THEIR DIVISION THAT UNDER NO CIRCUMSTANCES WILL OFFICIAL STATIONERY BE USED FOR PERSONAL CORRESPONDENCE, AND NO EMPLOYEE WITHIN FBI, OUTSIDE OF THE OFFICE OF THE CHIEF, IS AUTHORIZED TO REPRESENT HIMSELF AS AN OFFICIAL OF CIG EXCEPT BY EXPRESS PERMISSION FROM THE OFFICE OF THE CHIEF.


DEPUTY CHIEF, FBI

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